

CREDITOR - QUICK REFERENCE GUIDE

Utilities and Reports

Maintain User Accounts

Step	Action
1	Click on the Utilities hyperlink at the top of the screen.
2	Select Maintain Your ECF Account . The user account screen will display.
3	<p>Update your personal information on this screen. At the bottom of the screen are two buttons.</p> <ul style="list-style-type: none">• Email Information - button is used to request email notification on all cases which you are a party or on specific cases. (All activity includes notification of claims as well as other entries.) To receive notice, the email address must be correct.• More user information - button is used to change your password.
4	<p>Click on the Email Information button and the email information screen displays. You will be presented with options for electronic notification on the court's ECF system.</p> <ul style="list-style-type: none">• You may request e-mail copies of notification on all cases to which you are a party or only on specific cases.• You may receive e-mail activity throughout the day or a daily summary of all noticing activity. Daily summaries are generated at midnight for the day's activities. <p>Note: "All activity" includes notification of claims as well as other entries to a case. Each email will include the case number and name of the docket entry in the subject line of the mail message.</p>

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5	<p>Primary e-mail address. This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine email correspondence.</p> <p>Enter an active email address in the primary email address field. Check the box in front of “to my primary email address” to activate ECF notification .</p> <p>Note: You may have notices sent to other email addresses besides your primary email address. (Paralegals or other staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.</p>
6	Make all appropriate changes and click on Return to Account screen.
7	Click Submit to save your changes.